

State of Montana
Department of Public Health and Human Services
PO Box 4210 Helena, MT 59604

VACANCY ANNOUNCEMENT

August 20, 2008

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TITLE:	Administrative Support/Case Aide
POSITION NO:	30255
LOCATION:	Child & Family Services Division, Hardin
STATUS:	Full-Time/Permanent
UNION:	MPEA
PAY GRADE:	Pay Plan 20, Pay Band 3
STARTING SALARY:	\$20,097 - \$22,608 annually. Depending on qualifications and internal equity.
SUPPLEMENT:	No

APPLICATION DEADLINE: State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to hhsea@mt.gov or faxed (406) 444-0262. Applications must be received or postmarked if mailed no later than **5:00 p.m., Thursday, September 4, 2008.** For further information visit the DPHHS website: www.dphhs.mt.gov/jobs

SPECIAL INFORMATION: Successful bilingual applicant may be eligible for additional compensation.

The office where this position is located operates within an Indian Reservation. Please see APPLICATION AND SELECTION PROCESS for further information.

The successful candidate must be able to lift and carry children up to 40 pounds; have a clean driving record and be able to drive in all kinds of weather conditions in sedans and larger minivan vehicles; and have a great deal of client contact, including hostile/angry clients occasionally. Extensive travel and overnight stays may be required. **Applicant must have a valid driver's license, proof of current auto insurance coverage, and access to a vehicle. Mileage reimbursement applies for all travel performed as part of the job. The successful applicant will be required to sign a Driving Release Record Form.**

A resume is required at time of application.

CRIMINAL RECORDS AND CHILD PROTECTIVE SERVICES BACKGROUND CHECK:
All successful applicants will be required to sign a release

form, which authorizes the department to conduct a criminal record review to determine whether the applicant has been convicted of any criminal acts that are directly related to the responsibilities of the prospective job. The department will also conduct a child protective services check to determine if the applicant has any involvement with the CPS system, which would be relevant to the position.

TYPICAL DUTIES:

This position is responsible for providing support services to division social workers in foster care and day care functions; and direct services to children and families including teaching parenting skills, monitoring compliance with portions of treatment plans and attendance at appointments with service providers, interviewing clients and/or other professionals (in office setting or home visits) to gather necessary information, and providing transportation for child and adult clients to appointments with other community professionals. The incumbent will also act as a liaison between division social workers and other divisions of the department and the county attorney's office to ensure smooth coordination in the provision of protection for children.

KNOWLEDGE, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:

Knowledge: Knowledge of stages of child development; parenting skills; healthy parent-child interactions that promote bonding and child development; basic nutrition; community resources available to low-income families; behaviors of parents that pose safety threats to children; and correct use of child safety restraints in automobiles.

Skills: Skill in the use of personal computers and software including Microsoft Word; clear/concise writing; positive social interactions; and teaching or mentoring.

Abilities: Ability to maintain confidentiality of clients; adhere to agency policy; respect diversity; consistently display an even temperament under stress; maintain agreed-upon work schedule; notify supervisor of absences; pay attention to detail; and engage positively with children to diminish out-of-control behavior.

EDUCATION/EXPERIENCE REQUIRED: High school diploma or GED **AND** one year job-related experience. Other equivalent combinations of education and experience will be considered.

APPLICATION AND SELECTION PROCESS: This position is being advertised outside the agency and in-house applicants must

compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, rev.05/03 or later);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form;
3. Applicants claiming **Indian employment preference** as set forth in Section 2-18-111, MCA, shall claim the preference in writing and submit it with the state application by the application deadline. Failure to make a timely employment preference claim for a position nullifies any claims of violation of Section 2-18-111, MCA;
4. Photocopy of transcripts (if applicable) for any coursework at a college or technical school. (**Only degrees from an accredited college or university recognized by the US Department of Education are acceptable to meet education requirements*). **If applicant has difficulty obtaining transcripts you will be given a five-day grace period to submit them to our office after the closing date to:** HUMAN RESOURCES, PO Box 4210, Helena MT 59604;
5. Resume; and
6. Supplemental questions.

Applications will be rejected for late, incomplete or unsigned application materials.

COMPENSATION: Eligible state employees are also provided paid health, dental, and life insurance. Other benefits include vision insurance, a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

IMMIGRATION REFORM AND CONTROL ACT: In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

REASONABLE ACCOMMODATIONS: Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and

selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

SELECTIVE SERVICE COMPLIANCE CERTIFICATION: All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.